

Transforming DOE Electronic Records Management via Partnerships



Transformation
through Partnerships

RMA/ECMS Solutions

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Office of the ACIO for IT Planning, Architecture, and E-Government

April 16, 2012

Panel Members and Topics

Nyja DeFrank, DOE OCIO Senior RM Analyst, RM Division (Germantown, MD – HQ)

Topic: “Transforming DOE Electronic Records Management via Partnerships – RMA/ECMS Solutions”

Steven VonVital, DOE EERE CIO (Washington, DC – Program)

Topic: “Automated Records Management”

Pamela Thurman, DOE EM Hanford Site Records Officer (Richland, WA – Field)

Topic: “Information at the Point of Performance - Integrated Document Management System (IDMS)”

Bob Walker, DOE LM Management Analyst (Morgantown, WV – Program)

Topic: “Legacy Management: DOE's Partner for Long Term Storage”

- OCIO Records Management (RM) Revitalization Drivers
- Transformation Goals
- Where We Are Today: **OCIO RM Revitalization Efforts...**
- Transformation Plan
- RMA/ECMS Concept
- Contact Information
- Panel Presentations: **DOE RMA Success Stories...**
- Questions and Answers

✓ ***Public Trust***
✓ ***Accountability***
✓ ***Transparency***

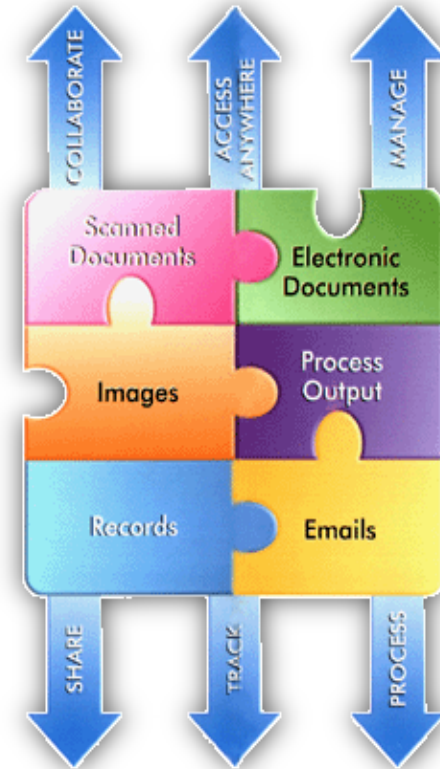
- **FY2012-2017 OCIO IT Strategic Plan**

Strategic Goal 3, Objective 3: Revitalize the records management program to raise general awareness and develop plans (Federal Records Act; Paperwork Reduction Act; DOE Orders 243.1A; 243.2; 36 CFR, Chapter XII, Subchapter B)

- **Amended DOE Records Management Order 243.1A** - Records Management Program, November 7, 2011
- **DOE IG Audit Report Recommendations** - Follow-up Audit on Retention and Management of the DOE's Electronic Records (DOE/IG-0838), September 2010
- **Presidential Memo Response:** Managing Government Records, November 28, 2011

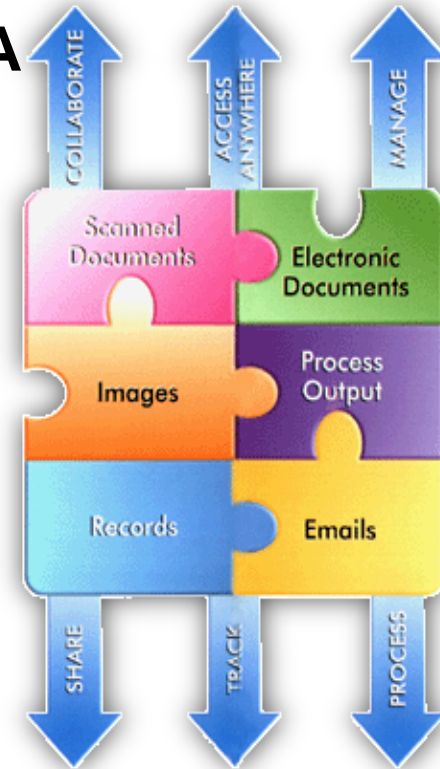
- **Improve the DOE Records Management Program by:**
 - Promoting partnership and collaboration
 - Enhancing RM performance
 - Achieving cost savings
 - Ensuring business value
 - Avoiding risks
 - Improving **electronic** records management
- ✓ **Revitalize the Records Management program to raise awareness and develop plans:** *FY2012–2017 OCIO IT Strategic Plan, Goal 3, Objective 3*

- **Revitalizing the DOE OCIO RM Program**
 - Updating RM Policy, Procedures, and Guidance
 - Developing online RM Training
 - Enhancing RM Partnerships:
 - Leadership
 - General Counsel
 - Stakeholders
 - Employees (RM Customers)
 - Improving RM Governance
 - **Transforming Electronic Records Management**



Where We Are Today (cont.)

- **Submitted DOE RM Improvement Plan to NARA**
 - Presidential Memo – Managing Government Records
- **Completed RMA Benchmarking Study**
 - Identified best RMA solutions **within DOE**
 - Partnered with *Gartner, Inc.* to identify best **industry** RMA solutions
 - **Offer 4 to 5 RMA solutions DOE-wide**
- **Created DOE RM Cross Sharing Site in SharePoint**
 - Enhances RM Communication and Sharing
 - **Supports Electronic Collaboration**



Home - DOE Records Management Cross Sharing Community - Microsoft Internet Explorer provided by DOECOE

https://iteam.doe.gov/sites/IM/RM/default.aspx

File Edit View Favorites Tools Help

★ Favorites | http--www.archives.gov-re...

Home - DOE Records Management Cross Sharing Com...

IM > DOE Records Management Cross Sharing Community

Welcome Defrank, Nyja | My Links |

Office of the Chief Information Officer

DOE Records Management Cross Sharing Community

All Sites

Advanced Search

DOE Records Management Cross Sharing Community

Site Actions

View All Site Content

Documents

- Shared Documents
- Policies and Procedures
- Forms and Templates
- Training Materials
- Assessments/Evaluations
- Vital Records
- Litigation Holds & Freeze
- Quality Assurance Records
- Sensitive and Classified
- Permanent Transfers
- Destructions
- Storage Facilities
- RM Meetings
- IMC Historical Archives

Lists

- Calendar
- RM Related Links
- RM Contacts

Discussions

Announcements

The IMC will be on April 16th - 20th in Dallas, TX! 4/3/2012 3:34 PM
by Loftin, Kathy (CONTR)
Link to the IMC:
<http://energy.gov/cio/news-blog/events/information-management-conference>

☐ Add new announcement

Calendar

April, 2012

Expand All Collapse All

Sunday	Monday	Tuesday	Wednesday	Thursday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19

RM Related Links

- DOE Records Management
- DOE Disposition Schedules
- NARA Records Managers Page
- FEMA SCD1
- ARMA
- AIIM
- DOE Privacy
- DOE FOIA Portal
- DoD 5015.2 Directive
- DOE RM Handbook
- NARA FRCs
- NARA Toolkit for Managing Electronic Records

☐ Add new link

Site Users

Online

None of the users are online.

Not Online

- Davenport, John
- Gordon, Theanne
- Pereira, Russell

Groups

Trusted sites 100%

start Microsoft Lync ... Inbox - Microsof... Microsoft Power... Home - DOE Rec... 6:47 PM

- **Created RMA Email Pilot/ECMS Project Plan**
 - Four phased approach
 - **Phase I** (FY 2012):
 - Selected best RMA **email** solution
 - Partnered with EERE for RMA solution/planning
 - **Implementing OCIO RMA email solution**
 - **Phase II** (FY 2012):
 - Build out RMA email system storage
 - Develop system policy and procedures

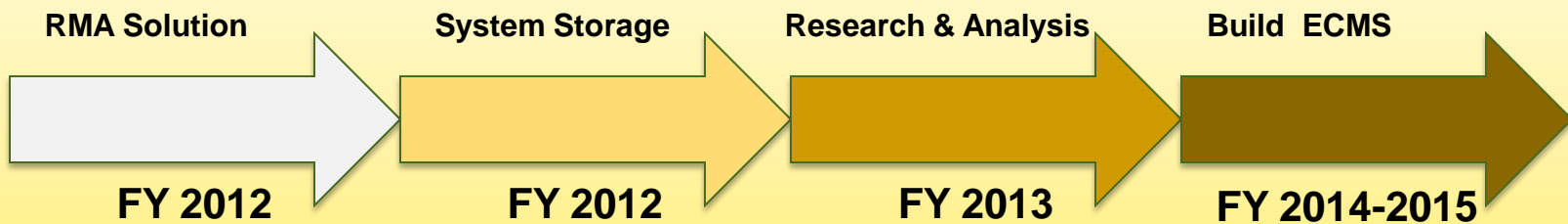


- **Phase III and IV Overview**

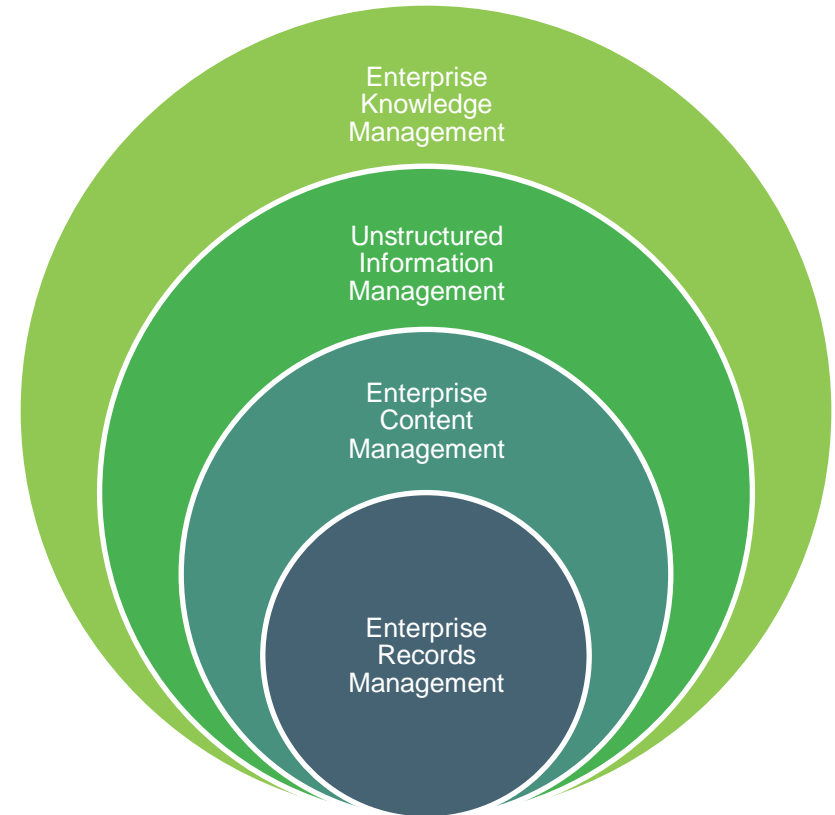
- **Phase III:** Conduct research and analysis to identify OCIO data sources
 - Develop Implementation Plan for each data source
- **Phase IV:** **Implement RMA/Enterprise Content Management System (ECMS)**
 - Connect data sources to RMA/ECMS

✓ *Transforming
with technology*

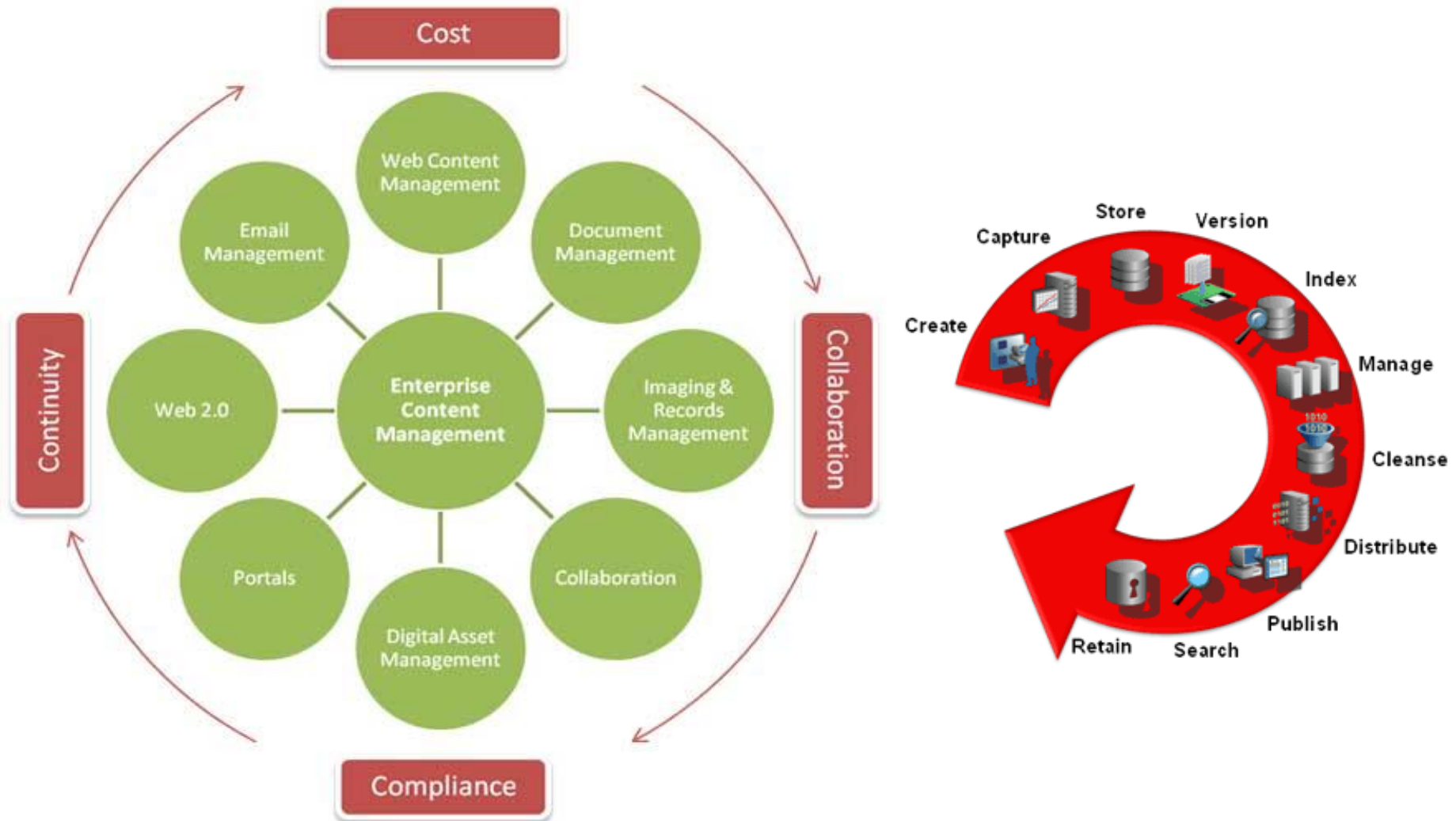
Transformation Timeline



- **Offer as a Service** via the DOE Common Operating Environment, Energy IT Services (DOECO EITS)



- ✓ Capture and manage all OCIO records
- ✓ Security controls support accurate disposition
- ✓ Streamline costs into one system
- ✓ Go green via digitizing paper
- ✓ Centralization supports global search



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and E Government

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DOE RM Program Website: <http://energy.gov/cio/office-chief-information-officer/services/guidance/records-management>

DOE RMA Success Stories...



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“Automated Records Management”

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